

EDUCATION SUPERVISOR

KIND OF WORK

Advanced professional and supervisory work in the development and delivery of programs with an emphasis on school innovation, early childhood education and/or violence prevention.

NATURE AND PURPOSE

Under administrative direction from a Deputy Director, an employee in this class is responsible for planning, organizing and supervising all facets of the service delivery systems for the Early Learning Scholarship or violence prevention programs. The position will also supervise subordinates who will plan, deliver and monitor scholarship program requirements in compliance with state and federal government laws and rules.

The employee is allowed considerable independence in the execution of the position requirements.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provides leadership, supervision, and professional development to staff so that they have the knowledge, skills and direction to implement all scholarship and grant programs.

Review and evaluate the application and contract processes for selecting scholarship administrators for each region so that the various educational program plans are successful.

Design improvement plans for programs to increase efficiency and effectiveness of the administration of violence prevention/safe schools programs.

Coordinate with the Minnesota Department of Education communication office to showcase successful or promising innovations in K-12 education.

Provide leadership to strategic development teams so that they can acquire and manage resources for various educational programs supported or funded by the Minnesota Department of Education/U.S. Department of Education.

Facilitates ideas from the various program offices to provide information legislative liaisons so that revisions to statute language can be made.

Participates in the creation of policies, procedures and initiatives at the Office of Early Learning to better meet the needs of the customer.

Develops and continues the vendor-management relationship to ensure successful costing components are maintained in the various program offices.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

State and federal rules, statutes, policies and relevant landmark court decisions having an impact on the diverse needs of young children and their families.

Leadership techniques in order to supervise professional and administrative staff in a large department.

State budgeting process necessary to direct the administration of the appropriated funds.

Ability to:

Capably analyze quantitative and qualitative data and other evaluation reports to identify problem areas and develop solutions.

Use and interpret financial data obtained from a variety of systems and explain the data to non-financially oriented management personnel.

Navigate the myriad of educational services in the early childhood continuum as well as the current efforts of reform with the educational system.

Set goals that are realistic, achievable, and align with the department's goals in order to successfully complete the work of the programs it serves.

Skill to:

Create ways of dealing with new paradigms that will require adherence to standards set by the state, institutions of higher education, and the world of work while exploring new and more effective learning practices.

Leadership skills necessary to carrying out customer-oriented educational program services.

Use tact, diplomacy in oral and written communication due to the extensive and sensitive communications accompanying this position.

